

Professional and Managerial Branch
General Administration Group
Court Series

ASSISTANT MUNICIPAL COURT CLERK

02/02 (REB)

General Purpose

Under general direction, plan, organize and manage the day-to-day operations of the El Paso Municipal Court.

Typical Duties:

Supervise Municipal Court staff at various locations in meeting daily deadlines and achieving objectives. Involves: Conduct performance audits. Institute procedural and automated improvements to enhance accountability, streamline operations and enhance public service. Analyze software programs and the data derived to ensure proper processing of cases. Resolve customer service disputes requiring managerial intervention. Investigate complaints by consulting source documents and interviewing staff and defendant. Design and institute procedural changes to enhance public service. Respond to requests for interviews and presentations by the media and community groups

Oversee records management and electronic document processing. Involves: Ensure accountability of Court records. Monitor compliance with the record's management procedures by Court personnel. Respond to Freedom of Information Act requests for physical and electronic documents and ensure departmental compliance with statutory production and release deadlines. Maintain records retention schedule and conduct approved destructions. Testify at Court proceedings as the custodian of records. Conduct on-going analysis of electronic case processing programs to ensure proper selection of applicable cases, timely and accurate updating of case activity, and timely productions of automated dockets, notices and forms. Work with information systems staff to identify and correct programming deficiencies or to expand operational parameters. Maintain computer system security. Assist in Website development and revisions.

Provide administrative support to the Municipal Court Clerk. Involves: Engage in long-range planning and the development of policies and procedures. Audit revenue collection, payroll and purchasing transactions. Prepare budget requests and conduct expenditure and revenue analysis. Make recommendations for the purchase of equipment and software. Oversee ordering and maintenance of equipment and supplies. Draft purchase specifications. Prepare and update policy and procedural manuals. Prepare grant proposals and monitor performance of programs. Represent department to the public, the media, Mayor and Council, the Municipal Court Judges, other City departments and officials, and outside agencies as designated.

Supervise assigned staff. Involves: Assign, schedule, guide and monitor work. Appraise employee performance and review subordinates' appraisals. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants and recommend hiring, termination, transfers, discipline, merit pay or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Oversee section supervisors in scheduling staff for all shifts and locations.

Knowledge, Skills and Abilities

- Considerable knowledge of municipal court procedures including federal, state and local laws, regulations, rules and ordinances related to public records and court operations.
- Good knowledge of organizational and management principles, practices and techniques, budgeting and fiscal administration policies and practices.
- Good knowledge of computer hardware and specialized case management software pertinent to municipal court operations.
- Good knowledge of supervisory techniques, pertinent federal, state and local rules and regulations related to human resource management and customer service/public relations practices and procedures.
- Ability to interpret oral, written, mathematical, technical information and data dealing with complex variables to identify and analyze, and solve managerial problems of considerable difficulty.
- Ability to analyze complex financial and technical data and information for operational assessment and reporting.
- Ability to establish and maintain effective working relationships with officials, judges, managers, attorneys, employees and the general public.
- Ability to provide clear, concise and persuasive oral and written communication to develop and present reports to management.

Other Job Characteristics

- None.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in business or public administration, social/behavioral science, liberal arts or a related field, and four (4) years professional administrative experience including two (2) years overseeing a public sector departmental section or division.

Licenses and Certificates: None.

Director of Personnel

Department Head